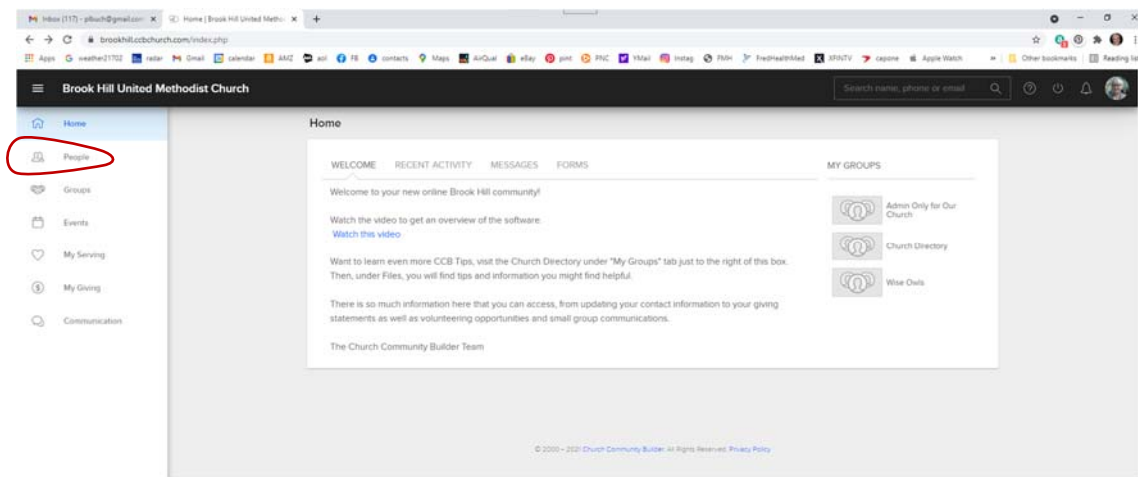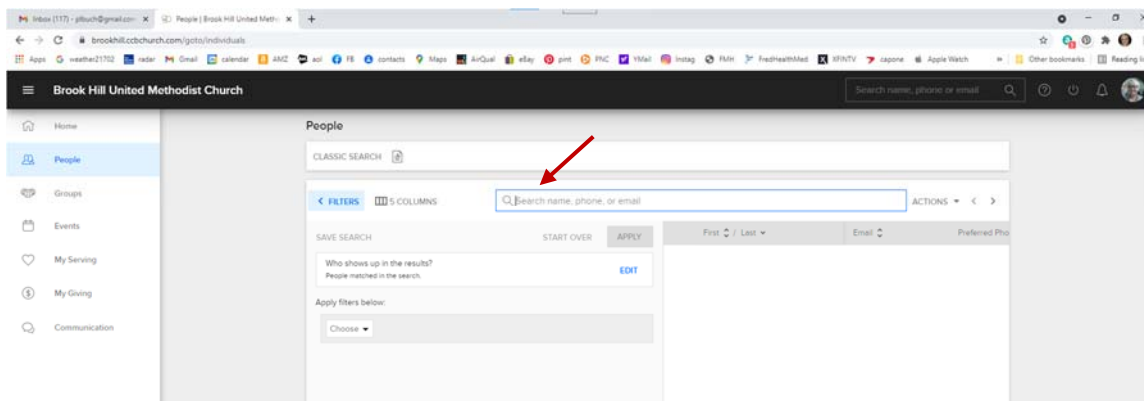DIRECTIONS FOR INCLUDING PHOTO IN DIRECTORY

1) Make sure you have a photo of yourself (or family member) saved on your computer where you can find it.  It can be a group photo, because you can crop it to include just you.
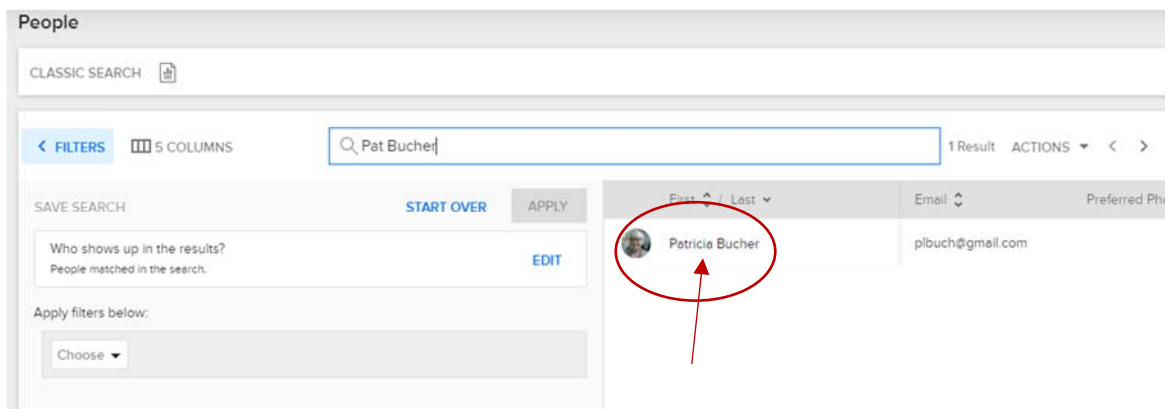2) LOGON to https://brookhill.ccbchurch.com/



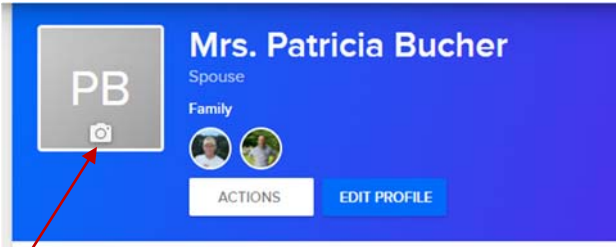Click on PEOPLE in the left-hand column.  You will see this page:



Type your name in the search box (I put Pat Bucher), press enter.

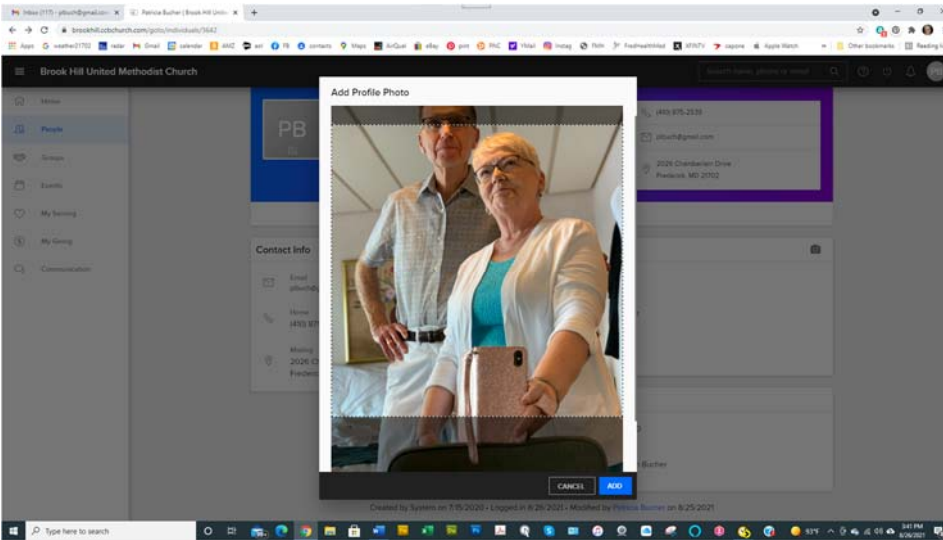And my name came up (I've added my picture already)



Click on your name to get your information.

You will see a gray box with your initials and a little camera at the bottom:
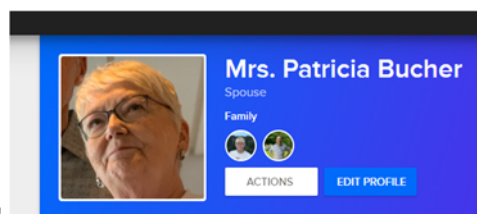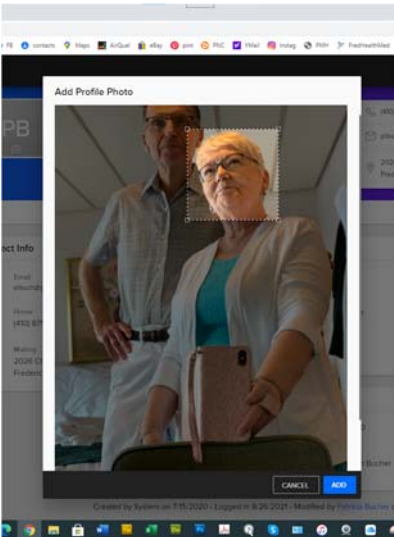


Click on the little camera in the gray box and Choose DOWNLOAD.

Now go find your picture on your computer.  Double-click on your picture.  This is what you'll see



Use your mouse to make the box smaller by clicking and holding on the corners and dragging.  You can also click and hold anywhere on the picture to move the box until you have what you want.





Then click on ADD. – and There you are!